

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AF INSTRUCTION 11-202, VOLUME 2
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
6 APRIL 2001**

Flying Operations

**AIRCREW STANDARDIZATION/EVALUATION
PROGRAM**

"HOLDOVER"

"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 11-202, Volume 2, 1 April 1999, is supplemented as follows:

This supplement establishes the HQ AETC/DO Standardization/Evaluation (stan/eval) Program which supports AETC objectives. It applies to commanders, operations supervisors, aircrews assigned or attached to AETC for flying, and any aircrew performing stan/eval duties on AETC aircraft or with aircrews assigned or attached to AETC. Information contained herein applies to all AETC units. For specific guidance on a particular mission design series (MDS), see the appropriate AFI 11-2 (MDS), Volume 2. Units will supplement this instruction according to paragraph 7.

Submit suggested improvements to this instruction on AF Form 847, **Recommendation for Change of Publication**, through stan/eval channels, to HQ AETC/DOF, 1 F Street Suite 2, Randolph AFB TX 78150-4325. Unless otherwise specified in this instruction, HQ AETC/DO is the waiver authority for this supplement. Request waivers to this instruction through stan/eval channels to HQ AETC/DO. Waivers to unit-level supplemental guidance will be handled by the operations group (OG) commander of the unit that generated the supplement.

NOTES:

1. Numbered Air Force (NAF) refers to the organization with jurisdiction over the aircraft; that is, Second Air Force (2 AF) or Nineteenth Air Force (19 AF).
2. For the 336 Training Group (TRG), operations group commander (OG/CC) and wing commander (WG/CC) refer to the TRG/CC; operations group stan/eval (OGV) refers to TRG/CCV.

3. For the 36 Rescue Flight (RQF): squadron commander (SQ/CC) refers to the flight commander (FLT/CC) and squadron refers to the flight.

4. For the 81 Training Wing (TRW) and 81 TRG, the OG/CC, OG/OGV, and WG/CC refer to TRG/CC, TRG/OGV, and TRW/CC, respectively.

2.2.1.7. This function is delegated to the appropriate NAF.

2.3.1.7. Units will coordinate with the appropriate NAF branch to schedule required flight evaluations.

2.3.1.9.1. When higher headquarters (HHQ) action is required, coordinate with HQ AETC/DOF for corrective action to eliminate discrepancies or deficiencies.

2.3.1.11. (Added) When requested by HQ AETC/DOF provide or designate representatives to flight manual review conferences (FMRC).

2.3.1.12. (Added) Staff waiver requests and forward them to HQ AETC/DOF.

2.4. Senior examiners performing instructor duties or flying student evaluation sorties require instructor qualification in the events or missions being instructed or evaluated. Additionally, senior examiners conducting initial, recurring, or requalification evaluations must be instructor qualified and current in the aircraft, crew position, and mission they are evaluating.

2.5. The NAF DO will designate NAF flight examiners (FE) in writing.

2.6.1. See [Attachment 5 \(Added\)](#), this supplement, for information on formal visits, designated as aircrew stan/eval visits (ASEV).

2.6.1.1. The HQ AETC Inspector General (IG) is AETC's gatekeeper. (See AETCI 90-202, *AETC Gatekeeper Program*.)

2.6.2. The purpose of these informal (liaison) visits is to maintain aircraft currency and provide feedback and crosstalk to the units. HHQ FEs may perform instructor or evaluator duties (if qualified) during these visits. NAF FEs may perform evaluator duties on permanent party or formal training unit (FTU) students and instructors. Ensure the OG/CC is notified prior to the visit. On request, in-brief and out-brief the OG/CC, SQ/CC, or squadron operations officer (SQ/DO).

2.7.1. When requested by the unit or at the discretion of the NAF/CC, NAFs will provide stan/eval assistance visits to units during HQ AETC Operational Readiness Inspection (ORI) off years.

3.3.1.4.4. Maintain the last four quarters of filed records plus the quarter in progress.

3.3.1.5. The unit supplemental evaluation program will be defined in the unit supplement to this supplement and (or) the basic AFI. At a minimum, supplementary evaluations will examine the effectiveness of unit operational procedures, training programs, and FE quality force. Results and corrective actions will be documented in Stan/Eval Board (SEB) minutes.

3.3.1.5.4. (Added) Supplementary evaluations will be used to ensure a quality FE force and may be done in flight. An AF Form 8, **Certificate of Aircrew Qualification**, will *not* be used to document the results.

3.3.1.5.5. (Added) AETC bases with aeronautical clubs will conduct annual supplementary evaluations of these facilities. The conduct of these evaluation will be unit specific and will be addressed in the unit's local supplement to AFI 11-202, Volume 2, or this supplement.

3.3.1.6. Conduct SEBs as follows:

3.3.1.6.1. At a minimum, SEBs will be held semiannually.

3.3.1.6.2. SEBs will be chaired by the OG/CC. Other members of the SEB will include all OGV FEs, SQ/CCs, SQ/DOV FEs, and a contract simulator instructor/quality assurance evaluator (CSI/QAE), if available. Additional members may be designated as specified in the unit supplement to this instruction.

3.3.1.6.3. SEBs will analyze results of evaluations, identify trends and weak areas in aircrew training programs, review recommended changes to flight publications submitted since the last SEB meeting, review FE manning, identify problems requiring HHQ assistance, prescribe corrective action within the authority of the OG/CC, and review findings from HHQ liaison visits and ASEVs.

3.3.1.6.4. SEB minutes will be published according to Attachment 2 of the basic AFI. Send a copy to the NAF/DO within 10 workdays after each SEB meeting.

3.3.1.8. The OG/OGV is final approval authority at unit level for AF Forms 847.

3.3.1.11. (Added) Maintain close liaison with the CSI/QAE to ensure a high degree of standardization within the wing's training program.

3.4.9. (Added) Maintain a Letter of Certification (Letter of Xs) for all squadron personnel and personnel attached to the squadron for flying. This letter will be signed by the SQ/CC and maintained at the squadron duty desk. Update the Letter of Xs monthly. As a minimum, the following information will be annotated in the Letter of Xs (as applicable to the MDS):

3.4.9.1. Instructor-qualified crewmembers.

3.4.9.2. Evaluator-certified crewmembers.

3.4.9.3. Weather category minimums (if applicable).

3.4.9.4. Formation lead-certified pilots (if applicable).

3.4.9.5. Functional check flight (FCF) certified pilots and crewmembers.

3.4.9.6. Special qualifications and certifications (as defined by MDS-specific guidance).

3.5. Simulator QAEs are FE certified for contract simulator instructor purposes *only*; they will not evaluate in any other capacity.

3.5.1. Before being designated as an FE at or below the OG level, individuals must, as a minimum: (**NOTE:** Commanders may elect to continue FE certification of inbound personnel as documented in paragraph 3.5.2. of this supplement.)

3.5.1.1. Be familiar with this supplement, the basic AFI, the applicable AFI 11-2 (MDS), Volume 2, and local guidance concerning the conduct of aircrew evaluations.

3.5.1.2. Receive briefings addressing evaluation philosophy, grading procedures, and policies from the SQ/CC and OG/CC (or designated representative).

3.5.1.3. Meet FE requirements and complete training specified by the appropriate AFI 11-2 (MDS) training instruction.

3.5.1.4. For initial FE certification (that is, for an individual who has not previously been an FE in any MDS), monitor a ground evaluation, emergency procedures evaluation (EPE), mission brief, and mission debrief performed by a certified FE.

3.5.1.5. Document training listed in paragraphs 3.5.1.1. through 3.5.1.4. of this supplement in a format defined in the local supplement.

3.5.2. The OG/CC will designate all FEs at or below the OG level in writing. In addition to Air Force Operations Resource Management System (AFORMS) documentation, a memorandum of certification will be completed that which includes remarks indicating FE certification or decertification, as appropriate. Place the memorandum in the flight evaluation folder (FEF), Section I (behind AF Forms 942, **Record of Evaluation**, and (or) AF Forms 1381, **Certification of Aircrew Training**), and maintain the memorandum as a permanent record. Use endorsements to the memorandum of certification to show any change of status while assigned in the same unit.

3.5.3. At a minimum, the SQ/CC and SQ/DO will be FE certified. The number of additional duty FEs will be kept to the minimum number required to complete the mission.

3.5.5. (*Pyramid Evaluation System*) AETC units will use the pyramid evaluation system, which requires higher echelon FEs to administer evaluations to lower echelon FEs and disallows any FE from evaluating his or her rater. In addition:

3.5.5.1. NAF FEs may receive their evaluations from any certified FE.

3.5.5.2. WG/CCs and group/CCs will receive their recurring evaluations from any appropriately certified NAF FE.

3.5.5.3. OGV FEs will receive their recurring evaluations from any appropriately certified OG/CC or NAF FE.

3.5.5.4. HQ AETC/IG aircrew members will receive their recurring evaluations from an appropriately certified NAF FE.

3.5.5.5. Wing vice commanders (CV) and group deputy commanders (CD) as well as squadron or detachment CCs, DOs, and DOVs will receive their recurring evaluations from an appropriately certified OG FE or NAF FE.

3.5.5.6. If there is no representation for a specific aircrew position at the NAF, the previous level becomes the top of the pyramid. Individuals at the top of the pyramid will be evaluated by any appropriately certified FE.

3.5.5.7. Additional duty FEs will not administer evaluations to other FEs.

3.5.5.8. When a pyramid evaluation is not practical, request a waiver from the NAF/DO. Document the waiver in the comments section of the individual's AF Form 8.

3.5.5.9. The pyramid evaluation system does not apply to evaluation requisites or FEs receiving initial or requalification evaluations.

3.5.8.1. This applies to all evaluations, including spot and no-notice evaluations. The pre-mission brief will include a review of all areas to be evaluated. The FE will ensure the examinee understands the overall grade, along with any remarks, restrictions, or recommendations to be entered on the AF Form 8.

3.5.9. (Added) Normally, FEs will not evaluate personnel they have recommended for upgrade or primarily instructed during the final phase of training.

4.3.1.3. Unless specifically addressed in AFI 11-2 (MDS), Volume 1 or 2, navigators and electronic warfare officers (EWO) will attend the pilot's instrument refresher course (IRC).

4.4.3. NAF FEs will conduct no-notice evaluations as directed by the NAF/DO. Each subsequent level of command (OG and SQ) will initiate a no-notice in-flight evaluation program. The OGV will have primary responsibility for the program. Specific program goals are at the discretion of the OG/CC. However, to ensure the program is used effectively, the unit must use discretion in the selection of crewmembers and missions to be evaluated. No-notice evaluations (quality of force) will be distributed proportionately among aircrew positions, weapons systems, and type check. Requirements for the local no-notice program will be published in the unit's local supplement.

4.6.4. For initial and requalification evaluations, all requisite items must be completed prior to the flight phase of the evaluation.

4.6.4.1. If requisite items are not completed in the allowable timeframe, the flight evaluation must be reaccomplished.

4.7. AETC Form 610Q, **Contractor Instructor Evaluation Record**, may be used by contractors as an evaluation worksheet.

4.8.4. If this provision is used, include an explanation in the comments section of the AF Form 8.

4.10. Initial qualification examinees who are graded Q-2 with additional training required will not fly as a qualified crewmember until the additional training is completed. Additional training will be completed prior to a student's release from formal schooling. Instructors or examiners will administer additional training.

4.12.3.3. In addition, an instructor or FE graded Q-2 on any evaluation will not perform instructor or examiner duties until the additional training is completed.

5.2. AETC Form 26, **Standard Answer Sheet (50 Items)**, and AETC Form 26A, **Standard Answer Sheet (100 Items)**, may be used to record responses to written examinations.

5.3.3. Required reviews will be completed within 30 days of changes to source documents.

5.3.5.1. If applicable, units will ensure all end-of-course examinations administered by contractors meet the open book and closed book requisite examination requirements according to AFI 11-202, Volume 2, paragraphs **5.4.1.** and **5.4.2.** Procedures will be outlined in the unit's local supplement.

5.4.1. Published master question files (MQF) will not be used to develop open book tests. The open book exam will consist of a minimum of 50 questions to a maximum of 100 questions. Secure question banks (SQB) are not required. However, if they are developed, forward one copy of each SQB, along with one copy of the open book exam and all subsequent changes, to the NAF/DO within 10 workdays of publication. An SQB will not be created from the MQFs.

5.4.2. Closed book exams will have a minimum of 25 questions and a maximum of 50 questions.

5.4.2.1.2. For AETC lead-command aircraft, HQ AETC/DOF delegates the annual review of MQFs (and distribution of MQF changes) to the 19 AF/DO. The 19 AF/DO will publish separate 19 AF master question banks (MQB) for each AETC lead-command aircraft. The OGV will develop wing MQFs from 19 AF MQBs. Each aircraft MQF should consist of 300 questions.

5.4.2.1.2.2. For units where AETC is not the lead command, units will forward edits of MQF questions through the appropriate NAF/DO to the lead MAJCOM.

5.4.2.2. Units will develop, maintain, and distribute local procedures MQFs. HHQ approval is not required, but copies will be forwarded to the appropriate NAF/DO within 10 workdays of publication. Local procedures MQFs may be combined with MDS-specific MQFs.

5.5.2. Minor spelling errors are acceptable as long as the intent is clear.

5.6. The IRC will be completed prior to taking the instrument examination. The OG/CC is responsible for ensuring the IRC and written instrument examination are in accordance with AFMAN 11-210, *Instrument Refresher Course (IRC) Program*. The instrument examination will be successfully completed as a requisite to the qualification or mission evaluation for navigators and EWOs unless specifically addressed by the applicable AFI 11-2 (MDS), Volume 2.

5.9. Each unit stan/eval will conduct periodic testing at least semiannually.

6.1. FEs will complete an AF Form 8 for all flight evaluations except supplementary evaluations and those flight evaluations administered in undergraduate pilot training (UPT) and undergraduate navigator training (UNT). Student AF Forms 8 will be closed out by the AETC flying organization (unit) that administered the evaluation. (The reviewing officer and final approving officer will sign the AF Form 8.)

6.1.2.2. For student evaluations, enter the flying organization or unit that administered the evaluation (for example, 57 AS, Altus AFB OK).

6.1.3.8.1. Unit supplements will standardize the comments section. However, as a minimum, the following entries are required:

6.1.3.8.1.1. The item (area number and title) accomplished verbally and the date if a verbal evaluation is used to satisfy a part of a flight phase requirement (unless always accomplished verbally according to the grading criteria).

6.1.3.8.1.2. Any type of restriction, clearly defined, and the reason the restriction was imposed.

6.1.3.8.1.3. A certification that all required additional training was completed. This will be accomplished by adding the signature block of the instructor or FE who completes the training after Item C, Recommended Additional Training.

6.1.3.8.1.4. For no-notice and spot evaluations, a statement as to whether the evaluation will satisfy the requirements for a required evaluation. The AF Form 8 will remain open (in draft form) until all requisites are completed or the end of the eligibility period is reached, whichever comes first. No entry is required if the no-notice or spot evaluation does not satisfy the requirements.

6.1.4.1. FEs will type their name, grade, and organization below their signature in the comments section.

6.1.4.2. FEs will use **Table 6.1. (Added)**, this supplement, to determine an examinee's reviewing and final approving officials.

6.1.4.3. In the organization block, list the organization *and* the office symbol.

6.1.5. Units will clearly annotate the status of a temporary or draft AF Form 8 by putting DRAFT or TEMPORARY on the AF Form 8.

6.3.1. Rules for establishing and maintaining a functional crew information file (FCIF) functional publication library are as follows:

6.3.1.1. At a minimum, each squadron will maintain an FCIF and appoint, in writing, an FCIF monitor to ensure proper maintenance as directed by this supplement. The OG/OGV is responsible for FCIF stan-

standardization for subordinate flying organizations and is the focal point for any data to be entered in the FCIF. To avoid overwhelming the crewmembers with unnecessary details, prominent points should be extracted from lengthy documents or highlighted if inclusion in Volume I is necessary. Above the OG/OGV level, HQ AETC/DOF is the focal point for FCIF information.

6.3.1.2. The stan/eval office of the unit maintaining the FCIF library will prepare an AETC Form 1138, **Flight Crew Information File Record of Review** (including local unit overprints), for each assigned or attached crewmember (to include students).

6.3.1.3. An initial review of the FCIF library will be accomplished prior to an individual's first flight. Reviews must be annotated on the AETC Form 1138. Compliance with this paragraph will be tracked by the unit's Go/No-Go Program.

6.3.1.4. At the beginning of each calendar year, each crewmember will be given a new AETC Form 1138. The first entry will be the last FCIF item from the previous calendar year. Prior to each flight, the AETC Form 1138 will be updated if new material has been added since the last review. Crewmembers will enter the index number for the last item and initial and date the AETC Form 1138. Key staff personnel without a card and crewmembers not assigned or attached to that unit will annotate the FCIF number and initial next to their name on the original copy of the flight order.

Table 6.1. (Added) Administration Matrix for AF Form 8.

I T E M	A	B	C
	Examinee	Reviewing Officer	Approving Officer
1	Assigned to 36 RQF	Chief or Assistant Chief, FLT/DOV	FLT/CC
2	36 RQF/DOV	FLT/CC	Group/CC
3	36 RQF/DO	FLT/CC	
4	36 RQF/CC	Group/CCV	
5	Students	(note 1)	SQ/CC
6	Assigned to squadron	FLT/CC	
7	FLT/CC	SQ/DO	
8	SQ/ADO		
9	SQ/SE		
10	SQ/DO	SQ/CC	OG/CC
11	SQ/DOV FEs		
12	SQ/CC	Chief or Assistant Chief, OG/OGV	
13	OG/CD		
14	OG/OGV FEs		
15	Chief, OG/OGV	OG/CD	
16	OG/CC	Chief or Assistant Chief, OG/OGV	WG/CC (FLT/CC for 336 TRG)
17	WG/CV		
18	WG/SE		
19	WG/CC		OG/CC
20	WG/XP (80 FTW)		WG/CC
21	Designated SNRs (80 FTW)	Attached SQ/CC	OG/CC
22	Attached to squadron (note 2)	Attached SQ/DO	Attached SQ/CC
23	HQ AETC, AU, 2 AF, and 19 AF flyers	Attached OG/CC	Assigned DO or equivalent (note 3)

NOTES:

1. As defined in the local supplement.
2. The examinee's assigned SQ/CC or equivalent will initial the AF Form 8 to certify coordination. All AF Forms 8 for AETC Training Support Squadron (TRSS) examinees will follow Item 22. (The 557 FTS assigned or attached pilots attending pilot instructor training (PIT) at the 3 FTS will be considered "assigned.")

3. For HQ AETC personnel below the division chief level, the applicable division chief is the approving officer. For HQ AETC personnel at or above the division chief level, the HQ AETC/DO is the approving officer.

6.3.1.5. Aircrew members authorized to join a mission en route may participate as primary aircrew members if they receive an FCIF update from a qualified and current crewmember on that mission, preferably a counterpart. Applicable FCIF items will be briefed prior to flight. Instructor pilots who fly with general officers will brief appropriate FCIF items. Compliance with this paragraph will be tracked by the unit's Go/No-Go Program.

6.3.3.2. Additional material to be contained in Volume I is as follows:

6.3.3.2.1. Part A will also contain the FCIF monitor appointment memorandum. Part B items will only be directed by HQ AETC/DO, HQ AETC/DOF, or the OG/CC, and these items will comply with the provisions of AFI 11-202, Volume 2, paragraph **6.3.3.2.**

6.3.3.2.2. Volume I may also include a Part C, General Information (to include current operational and mission guidance of a nonsafety of flight nature), and a Part D, Theater Information (to include theater-specific information required for units operating out-of-CONUS missions). **NOTE:** Part C guidance is not part of the flight Go/No-Go Program. Units will implement procedures to ensure aircrews read and acknowledge items in Part C in a timely manner.

6.3.3.2.3. Each Part B, C, or D entry will use AETC Form 446, **Flight Crew Information File**, as the first page, and the entry may include attachments or continuation sheets.

6.3.3.2.4. At the OG/CC's discretion, Part C may also include a Flight Crew Bulletin (FCB) which contains items of interest extracted from publications, directives, messages, etc., not normally available to crewmembers. An FCB may also include consolidated Part C items for long-term reference. Active Part B items may not be published in the FCB. Expired or rescinded Part B items may be continued in the FCB when the item, although while no longer a safety-of-flight issue, remains useful and valid information in the judgment of OG/CC/OGV. If FCBs are used, publish them on a semiannual basis. FCB items will cite the authority for inclusion. Structure and format of the FCB will be defined in the unit supplement.

6.3.3.2.5. If required, Part D will include theater-specific information (for example, airfield suitability and restrictions report, supplemental theater information file, informational FCIF items from other MAJCOMs, etc.). Part D guidance is part of the flight Go/No-Go Program for off-station and operational missions only. Units will implement procedures to ensure crews departing on such missions review and acknowledge Part D items before departing from home station.

6.3.3.2.6. Begin Part B, C, and D with a numerical index of current information which includes the assigned HQ AETC/DOF or OG/OGV control number, date distributed, suspense date for removal, title, OPR, date rescinded, and disposition. File items in Part B, C, and D in reverse numerical sequence with the latest item on top. The suspense date for removal may serve as a review date. After review, if the item is still valid and necessary, the expiration date must be changed or the item reissued. Rescinded items will be maintained in a separate file for 6 months (in accordance with AFMAN 37-139, *Records Disposition Schedule*) and referenced on the index until the end of the following quarter. Classified entries will be cross-referenced to the location where the item is maintained.

6.3.3.3. As a minimum, units will place the following in Volumes II through V: (**NOTE:** Units will list additional local requirements in their local supplement.)

6.3.3.3.1. Volume II. Include the directives (including AETC supplements) shown in **Table 6.2. (Added)** of this supplement.

6.3.3.3.2. Volume III. Include the directives in **Table 6.3. (Added)** of this supplement.

6.3.3.3.3. Volume IV. Units will define required items in their local supplements.

6.3.3.3.4. Volume V. Units will define local procedures (if used) in their local supplements.

Table 6.2. (Added) Minimum Directive Requirements for Volume II.

I T E M	A	B
	Directive	Title
1	AFI 11-202, Volume 1	<i>Aircrew Training</i>
2	AFI 11-202, Volume 2	<i>Aircrew Standardization/Evaluation Program</i>
3	AFI 11-202, Volume 3	<i>General Flight Rules</i>
4	AFI 11-2 (MDS), Vol 1	<i>(MDS) Aircrew Training</i>
5	AFI 11-2 (MDS), Vol 2	<i>(MDS) Aircrew Evaluation Criteria</i>
6	AFI 11-2 (MDS), Vol 3	<i>(MDS) Operations Procedures</i>
7	AFI 11-209	<i>Air Force Participation in Aerial Events</i>
8	AFI 11-215	<i>Flight Manuals Program (FMP)</i>
9	AFMAN 11-217 (Volumes 1 and 2)	<i>Instrument Flight Procedures</i>
10	AFI 11-218	<i>Aircraft Operation and Movement on the Ground</i>
11	AFI 11-290	<i>Cockpit/Crew Resource Management Training Program</i>
12	AFI 11-401	<i>Flight Management</i>
13	AFI 13-201	<i>Air Force Airspace Management</i>

Table 6.3. (Added) Minimum Directive Requirements for Volume III.

I T E M	A	B
	Directive	Title
1	AETCI 11-405	<i>Flying Training Supervision</i>
2	AETCI 36-2205	<i>Formal Aircrew Training Administration and Management</i>

6.4. At a minimum, the Go/No-Go Program will ensure aircrew members do not fly unless they are current and qualified (or supervised in training to achieve qualification), have signed off the AETC Form 1138, and are not on duty not involving flying (DNIF) status. The OGV will develop procedures to ensure that Go/No-Go information is available to, and reviewed by, aircrews away from their home station.

7. Units will supplement this instruction to document the process by which they implement the requirements of AFI 11-202, Volume 2, and this supplement. Although units may supplement any portion of this supplement and the basic AFI, they must not duplicate or be less restrictive than this supplement or the basic AFI. (**NOTE:** To supplement AFI 11-202, Volume 2, and this supplement, identify the paragraph being supplemented; the “chapter” format used in previous supplements is not longer authorized.) Forward unit supplements through stan/eval channels to HQ AETC/DOFV for approval before publication. Forward one copy of the published supplement to HQ AETC/DOFV.
8. The following AETC forms are prescribed in this supplement: AETC Forms 446, 610Q, and 1138.

Attachment 1, References. The following references are added:

AFI 11-202, Volume 1, *Aircrew Training*

AFI 11-202, Volume 3, *General Flight Rules*

AFI 11-209, *Air Force Participation in Aerial Events*

AFI 11-401, *Flight Management*

AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*

AFMAN 11-210, *Instrument Refresher Course (IRC) Program*

AFI 11-215, *Flight Manuals Program (FMP)*

AFMAN 11-217, Volumes 1 and 2, *Instrument Flight Procedures*

AFI 11-218, *Aircraft Operation and Movement on the Ground*

AFI 11-290, *Cockpit/Crew Resource Management Training Program*

AFI 13-201, *Air Force Airspace Management*

AFMAN 37-139, *Records Disposition Schedule*

AFI 90-201, *Inspector General Activities*

AETCI 11-405, *Flying Training Supervision*

AETCI 36-2205, *Formal Aircrew Training Administration and Management*

AETCI 90-202, *AETC Gatekeeper Program*

Attachment 1, Abbreviations and Acronyms The following abbreviations and acronyms are added:

AFORMS—Air Force Operations Resource Management System

AFSC—Air Force specialty code

ANG—Air National Guard

ASEV—aircrew stan/eval visit

AU—Air University

CONUS—Continental United States

CSI—contract simulator instructor

DNIF—duty not involving flying

EWO—electronic warfare officer

FCB—flight crew bulletin

FCF—functional check flight

FE—flight examiner

FMRC—flight manual review conference

FTS—flying training squadron

IG—inspector general

MQB—master question bank

ORI—operational readiness inspection

PIT—pilot instructor training

QAE—quality assurance evaluator

SNR—senior national representative

TRG—training group

TRSS—training support squadron

TRW—training wing

UNT—undergraduate navigator training

UPT—undergraduate pilot training

WG—wing

A4.2.1.3. Students at FTUs do not require this entry.

A4.2.2. Correction records of more than one AF Form 8 may be made on a single memorandum for record (MFR).

A4.4. The unit will review the FEF once every 12 months.

Attachment 5 (Added)**AIRCREW STAN/EVAL VISITS (ASEV)**

A5.1. Definition of ASEVs . ASEVs are formal visits designed to:

A5.1.1. Determine the effectiveness of the unit stan/eval program and instructor qualification and training programs.

A5.1.2. Verify aircrew compliance with published operational procedures and all applicable special interest items (SII).

A5.1.3. Provide feedback to commanders based on specific evaluation of the existing inspection criteria.

A5.2. Scheduling Procedures. ASEVs are normally incorporated into HQ AETC/IG-scheduled inspections and conducted in accordance with AFI 90-201, *Inspector General Activities*. However, when ASEVs are not conducted as an IG inspection, the following procedures apply:

A5.2.1. The 19 AF/CC will send a formal notification message or memorandum to the WG/CC or equivalent. The intent of this message or memorandum is to confirm the dates of the visit and inform the unit of the scope of the evaluation and support requirements. As a minimum, the message or memorandum will include the following:

A5.2.1.1. Approximate number of team members.

A5.2.1.2. Planned arrival date.

A5.2.1.3. Number and types of flight and emergency procedure (EP) or aircrew training device (ATD) evaluations.

A5.2.1.4. Support required.

A5.2.2. Thirty days prior to the inspection, a followup message or memorandum will be sent which includes the name, grade, social security number, security clearance, restricted area badge number, and Air Force specialty code (AFSC) of each team member.

A5.2.3. The operations group stan/eval (OG/OGV) will forward an alphabetized roster of all assigned and attached instructors to the NAF/DO no later than 10 workdays prior to the start of the formal evaluation. This roster will include the following information on each instructor:

A5.2.3.1. Name, grade, and job title.

A5.2.3.2. Number of months assigned to unit.

A5.2.3.3. Whether the instructor has flown an AETC HHQ FE evaluation during the current duty assignment.

A5.2.3.4. Whether the instructor is in the eligibility zone for an evaluation. If so, specify which type of evaluation.

A5.2.3.5. A current Letter of Certification (Letter of Xs).

A5.3. Conduct of Visits:

A5.3.1. Rating System:

A5.3.1.1. Stan/eval programs will receive a five-tier rating (paragraph A5.3.1.2.). The overall grade for the squadron program will not be higher than SATISFACTORY if any squadron program is rated UNSATISFACTORY. The overall grade for OGV program will not be higher than SATISFACTORY if any OGV program is rated UNSATISFACTORY. FE manning at the OGV and squadron level will be evaluated on a two-tier rating--SATISFACTORY or UNSATISFACTORY. ASEV aircrew testing will receive a four-tier rating--OUTSTANDING, EXCELLENT, SATISFACTORY, or UNSATISFACTORY.

A5.3.1.2. Ratings (except where noted in paragraph A5.3.1.1.) are based on the following five-tier rating criteria:

A5.3.1.2.1. OUTSTANDING (O). Performance or operation far exceeds mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few, if any, deficiencies exist.

A5.3.1.2.2. EXCELLENT (E). Performance or operation exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies.

A5.3.1.2.3. SATISFACTORY (S). Performance or operations meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist, but they do not impede or limit mission accomplishment.

A5.3.1.2.4. MARGINAL (M). Performance or operation does not meet some mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

A5.3.1.2.5. UNSATISFACTORY (U). Performance or operation does not meet mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that prevent or seriously limit mission accomplishment or endanger personnel or resources.

A5.3.2. Flying-Related SIIs. SIIs are established to focus attention on operations-related areas and will be evaluated during formal visits. Compliance will be reflected in all ratings and evaluations and will be commented on separately in formal visit reports.

A5.3.3. Evaluating a Representative Sample. A representative sample of supervisors, instructors, and line aircrews will be evaluated during the visit. Crewmembers maintaining multiple currency will be subject to evaluations in either aircraft or crew position.

A5.3.4. Trend Analysis. ASEV teams will not report trends. Discrepancies noted will be reported to the unit's OGV for trend analysis.

A5.3.5. Team Chief Responsibilities:

A5.3.5.1. Formally in-brief the OG/CC and staff.

A5.3.5.2. Plan the number and types of evaluations to be conducted as well as which individuals will be evaluated. A cross-section of supervisors and experienced and inexperienced crewmembers will be evaluated. In addition:

A5.3.5.2.1. To support the formal evaluations, selected crewmembers may be designated to augment the NAF stan/eval inspection team. Their duties will be limited to administering permanent party evaluations under NAF supervision or oversight.

A5.3.5.2.2. Evaluations will include scheduled, no-notice, and spot evaluations. Most evaluations will include both a ground and a flight evaluation. As soon as practical following the evaluation, crewmembers will be debriefed on their status (qualified or unqualified) and advised of any required additional training.

A5.3.5.2.3. The full flight evaluation profile should be planned by the examinee unless the profile is a student training sortie. In this case, the student, for training purposes, may plan the sortie. These evaluations will constitute an evaluation of the examinee and the unit's flight evaluation profiles.

A5.3.5.2.4. No-notice evaluations will be administered to individuals by notifying the unit at an appropriate time (if the individual is already scheduled) or by requesting an individual be added to the next day's schedule for this purpose.

A5.3.5.2.5. Administrative support for all flight evaluations will be provided by the operations group (the flight for the 36 RQF).

A5.3.5.2.6. Aircrew testing will be conducted for all qualified crewmembers. Crewmembers will receive a master question file (MQF) test and either a general knowledge test or an operational limits test. In addition, applicable crewmembers will complete a BOLDFACE or critical action procedures (CAP) examination. Tests or examinations will be administered to all available assigned and attached qualified aircrew as follows:

A5.3.5.2.6.1. The minimum passing grade is 85 percent for aircrew MQF or operations limits testing and 100 percent for BOLDFACE or CAP exams.

A5.3.5.2.6.2. Aircrew test or examination failures will result in grounding until the crewmember passes a reexamination. He or she must be afforded adequate study time prior to reexamination.

A5.3.5.3. Evaluate unit compliance with all applicable MAJCOM- or NAF-specified areas of interest.

A5.3.5.4. Provide the OG/CC copies of the formal report and completed AF Forms 8 for the evaluations given by the team members during the visit. Provide a draft report to the OG/CC prior to the team's departure. The final report will include the following: (**NOTE:** NAFs will determine additional distribution of their reports as necessary.)

A5.3.5.4.1. Findings. Ensure all findings identified in the report reference a specific publication and require corrective action. Reply to the 19 AF/DO bimonthly with the finding number, corrective action, and estimated closeout date until each finding is closed. The unit commander is the focal point and final arbiter of the corrective action. Corrective actions will be included in the unit's next SEB and subsequent SEBs until all actions are closed out.

A5.3.5.4.2. Model Programs. Identify superior programs that would serve as models for others to emulate.

A5.3.5.4.3. Recommendations. Include methods or procedures the team feels will enhance the unit program.

A5.4. Revisits:

A5.4.1. A supplemental visit will be made as soon as practical after an incomplete visit (or at the direction of the team chief) to reassess any area graded MARGINAL.

A5.4.2. Units receiving an overall UNSATISFACTORY rating will be scheduled for a followup visit within 4 months of the original visit. As a minimum, areas receiving grades of UNSATISFACTORY will be reinspected.

A5.4.3. A 30-day notification message or memorandum will be sent prior to revisits in accordance with paragraph [A5.2](#).

WILLIAM WELSER III, Major General, USAF
Director of Operations